

**RFP Clarifications Questions
IRS Files Activity
Contracting (PUBLIC)**

Comment Provided By	Question Number	RFP Paragraph Number	Comment	CO Response
Respondent 1	1		There is currently no provision for travel costs during Phase-In, and yet it is conceivable given the multiple locations that travel during kickoff and ramp-up will be necessary. Please provide guidance on how to cost travel during Phase-In.	Travel should be included in the total costs for phase-in. No separate line item will be provided. The government cannot provide guidance to a Service Provider on how to propose their travel costs or any other cost element for any procurement. The SP must price its proposal using its discretion or its own pricing methodology and pricing approach.
	2		The Service Provider is responsible for all costs related to employee training, and the authorized travel accounts for Program Manager & Site Manager only. There is no provision for travel associated with any other employee for training purposes. Please provide guidance on how to propose employee training related travel, if required.	The Government does not anticipate that travel for individual employees will be required given the number of training facilities provided at each of the Files Activity locations. As indicated above the SP must price its proposal using its discretion or its own pricing methodology or approach.

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	3		According to the PWS, the Government may add new services that require training. The SP is responsible for that training. Please provide guidance on how the SP may cost unknown variables such as new requirements. Also, if the travel budget is fixed, and employees must travel to receive training on new services or IRS initiatives, please provide guidance on how to include the cost of such travel in the price proposal.	As indicated above the SP must price its proposal using its discretion or its own pricing methodology or strategy.
	4		<p>There are three statements regarding travel costs that appear to be conflicting:</p> <ul style="list-style-type: none"> • B.5 states that offerors shall propose travel costs not to exceed the limits indicated in the NTE Table on page B-5 • B.5 also states that travel costs are considered a “wash cost” and shall not be included in the offeror’s price proposal for evaluation purposes. • L.6.3.(f) states that all travel costs are considered a “wash cost” and not to be included in the price proposal for evaluation purposes <p>The notes associated with the NTE Table on page B-5, indicate that travel is allocated for PM visits to the sites, and 1 long distance trip per Site Manager per year.</p> <p>Please provide guidance on, (1) how to account for anticipated travel costs other than PM site visits and SM long distance trip, and (2) how to propose costs in COMPARE <i>and</i> consider them “wash costs” in the pricing as well.</p>	The statement pertaining to “wash cost” has been deleted from B.5. and L.6.3 (f). A line item has been added to the base and option periods with the “Not-to-Exceed” amount for the respective periods. As advised in our response to Question 2, the Government cannot provide guidance to any SP on how to account for their costs or how to propose costs in WinCOMPARE. The SP must price its proposal using its discretion or its own pricing methodology and pricing approach.

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	5		What does the acronym SORN stand for (para H.7(a)4)?	System of Record Number under the Privacy Act.
	6		What is the status of missing paragraph M.8 in Section M of the PWS? Was this intentional?	There is no paragraph M.8.
	7		Can the SP list the savings in their proposal if recommending the performance of Files operations occur at a reduced number of sites?	This is considered a SP business decision or strategy. The Government cannot advise.
	8		Can the SP propose a one-time relocation of specific pieces of Government Furnished Equipment during the Phase-In period to support organizational design or to replace lesser quality equipment at some locations?	Refer to Section C, 3.5.1 and Section C, 4 of RFP.
	9		Since CIS is a new process, can a current level of effort for CIS workload in terms of staff hours be provided to assist in staffing projections at the various sites?	Workload projections have been provided in Technical Exhibit 5-001. Workload will not be provided in terms of staff hours.
Respondent 2	10		I noted that in PWS Draft #2 - Comments - Contract - IRS File Activity - The answer to Question #1 states that performance may be required at the government locations - is that mandatory as of this time?	Refer to Section C, 3.5. Please note that some of the mandatory sites may change in subsequent amendments to the solicitation.

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Respondent 3	11		Why is the statement of equivalent hires in Section J-1 list GS equivalents as Step 1. According to A-76 "WinCompare" for pricing the cost comparison GS rated staff are normally a Step 4 and WG as Step 5.	The Government has provided a generalized list of labor rates in Section J for the GS and WG positions impacted in this acquisition. The Government will use the applicable GS Step 4 and WG Step 5 wage rates as required in the Revised Circular A-76 dated May 29, 2003 when WinCOMPARE is used to calculate and evaluate price proposals submitted in response to the subject acquisition (Attachment C, B.2, page C-7 to C-13). Service Providers may obtain GS and WG rates by visiting the U.S. Office of Personnel Management website.
	12		In order to have a "level playing field" which is also a basic intent of the OMB A-76 process. How will the Government price "intermittent part-time" staff used in regard to payment of benefits. As I understand it, the Civil Service employees hired on an intermittent part-time basis do not have to be paid benefits while commercial contractors under the Service Contract Act must pay SCA employees the \$2.59 fringe rate irrespective of the hours worked. What is the Government's intention as to "intermittent" part-time employees and infused what percent of the workforce is the MEO allowed to bid. This inequity in the process places the SPs in the position of not being able to compete equitably with the MEO.	The government will comply with Revised Circular A-76 dated May 29, 2003 and will evaluate SPs in accordance with Part C of this circular.

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	13		Performance Requirement Summary – What is the current experience of the incumbent workforce with regard to meeting the minimum percentage defined in AER.	No additional information will be provided in regard to meeting the AER minimum percentage.
	14		Will the IRS consider delay of the September 30, 2004 Present and Past Performance/Reps and Certs due to changes stated which will drive an amendment.	The proposed changes basically impact workload data and should not significantly impact the submission of the requested data. The due date however, has been extended until 3:00 pm, EST, Thursday, October 7, 2004 as noted in Amendment 0002.

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	15		Please clarify the SDB issue as described at the Pre-Proposal Conference as it is unclear as to its impact to large businesses.	The question is as the Government understands it is does the removal of the SDB Price Evaluation Adjustment have any impact on large business concerns proposing under this RFP. The answer is NO. Large business concerns will submit proposals as prime contractors. Included in that proposal will be a subcontracting plan which shall include subcontracting opportunities for small business, HUBZone small business, small disadvantaged business, women-owned small business, veteran-owned small business, and service disabled veteran-owned small business concerns.

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	16		Under "Right of First Refusal" all displaced employees have the right to bid on open positions including management. The requirement to provide resumes/letter of intent runs counter to this requirement as the SP will be required to recruit and submit resumes for the Project Manager and Site Manager which removes the equitable chance for incumbent Civil Service employees to seek these positions.	Under FAR 52.207-3 "Right of First Refusal" ...within 10 days after contract award the Government must provide the Service Provider with a list of all Government employees who have been adversely impacted or separated. The solicitation does not have a requirement for resumes. Letters of intentions are required for Key positions. The Government cannot tell Service Providers how to recruit or apply their recruiting practices.
	17		Will the Contracting Officer provide a copy of the sign-in sheet as an amendment for all participants to see. If not, why not?	Yes. The sign-in sheet for the pre-proposal conference will be made available on the IRS procurement website.

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	18		Considering the fact that there is less than one week between the preproposal conference and the first submittal (Past Performance on 9/30), the ability for prospective SPs to finalize their team is severely inhibited. This is particularly true as there are a number of small businesses who are still trying to join a team and participate in this bid. These efforts require some time to 1) develop a viable teaming agreement, 2) develop provide the necessary past performance data in accordance with the requirements of Section L and 3) provide questionnaires to their selected references for completion and return to the CO. Since remainder of the proposal is not required until Nov 15th, it is not considered unreasonable to request a short delay in the submittal of this information to allow the finalization of the final SP teams to include as many small and small disadvantaged businesses as the SPs proposal and planned operations strategies allow. Request the Government consider a delay of at least 2 weeks in the first submittal requirement.	Refer to response to question 14.
	19		On a personal note, we are under a hurricane watch today for Hurricane Jeanne. The projected land entry point is around Cape Canaveral and Patrick AFB, This will cause us significant service and operation interruptions based on the last 2 or 3 hurricanes this month. If we are required to shut down and evacuate again, this will cause a 3-4 day delay in returning to the barrier islands as well as the restoration of power and other vital services. The 2 week delay will enable us to continue our pursuit of the IRS Files Activity solicitation without any major impacts to our proposal development process. Your consideration of this request is very much appreciated.	Refer to response to question 14.

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Respondent 4	20		Will the IRS consider bids on parts of this solicitation, i.e., 4 of the 8 files activity centers?	The proposed changes basically impact workload data and should not significantly impact the submission of the requested data. The due date however, has been extended until 3:00 pm, EST, Thursday, October 7, 2004 as noted in Amendment 0002.
	21		How do we submit the IRS non-disclosure agreement?	The SPs shall submit the non-disclosure agreements (TE 1-006) in compliance with Section H, H.7, IRSAP 1052.204-9000.

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	22		Must we submit a small business plan or bring a small business with our proposal.	Yes, a small business subcontracting plan is required and must be submitted with the contractor's proposal in compliance with Section C, 1.3.7.6, Subcontractors and Section L, L.4, Volume 2, Section 2, Sub-factor 3. The subcontracting plan shall include subcontracting opportunities for small business, HUBZone small business, small disadvantaged business, women-owned small business, veteran-owned small business, and service disabled veteran-owned small business concerns.
Respondent 5	23		Will a list of vendors who are submitting responses be provided to potential vendors	No. However the sign-in sheet for the pre-proposal conference will be made available on the IRS procurement website.
	24		Do we have to adhere to the minimum labor rates of the RFP?	Part 22 of the Service Contract Act applies to this acquisition.

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	25		<p>In order to provide the most cost-effective and responsive proposal to the IRS, (redacted) is requesting an extension for the past performance report due September 30, 2004.</p> <p>(Redacted) is a women-owned, small business enterprise and has identified companies that could support its teaming/subcontractor relationships for this contract while attending the pre-bid in Clearfield, Utah. Due to the pre-bid opening on September 21, 2004 and the due date for the past performance report being due a week after that date, (redacted) is requesting that the past performance report be extended to October 30, 2004 to help build these relationships and have adequate time to prepare the past performance report for the IRS. (Redacted) is also requesting that the official proposal due date from November 30, 2004 be moved to December 30, 2004.</p>	<p>The Present and Past Performance Information and Reps and Certs due date will be extended by amendment to 3:00 pm, EST, Thursday, October 7, 2004.</p> <p>The November 15, 2004 due date for technical and price proposals remains unchanged.</p>

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